
ARSC BULLETIN

No. 22, Part 2 (1989)

Richard Markow, Secretary

ARSC BOARD OF DIRECTORS

March 1989

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MEMBERS NOTE:
TO SAVE TIME, PLEASE USE THIS ADDRESS:
ARSC
P O. Box 10162
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EXECUTIVE COMMITTEE:
March 1989
Includes Board Members and Committee Chairpersons

Standing Committees
(Chairpersons are voting members of the Executive Committee, but not of the Board):

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Richard I. Markow, ARSC Secretary
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Dr. Michael Biel, Past 2d Vice-President/Program Chair
Dr. Garrett H. Bowles, Chair, Discographic Access Committee
Tim Brooks, Compiler, Current Bibliography
Gerald D. Gibson, Chair, AAA Committee
Carlos B. Hagen, 2d Vice-President/Program Chair
Barbara Sawka, Chair, Grants Committee
William D. Storm, Chair, Technical Committee
Suzanne Stover, Chair, Fair Practices Committee

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March 1989
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ARSC BOARD OF DIRECTORS' MEETING, MAY 31, 1989

University of Missouri-Kansas City

Board members present: Donald E. McCormick, President; Susan T. Stinson, Treasurer; Rich Markow, Secretary; Carlos Hagen, Second Vice President and Program Chair; Garrett Bowles, Member at Large & Discographic

Access Chair; C.-P. Gerald Parker, Member-at-Large; Phillip Rochlin, Executive Director (non-voting member); Committee Chairs present: Suzanne Stover, Fair Practices; J. F. Weber, Publications; Barbara Sawka, Grants; Harold Heckendorn, Finance, Archives; Tim Brooks, Publicity, *Membership Directory* Editor; Ted Sheldon, Local Arrangements, *Journal* Managing Editor; Steven Smolian, Membership; Gerald Gibson, Associated Audio Archives; Elwood McKee, Nominating; Also present: David Sommerfield, *Newsletter* Editor; Rick Ross, President, Southern California Chapter; Mike Gray, Publisher (present during afternoon only).

I. Call to Order

Six of the seven current Board members being present, a quorum was constituted and the meeting was called to order by President McCormick.

II. Minutes of Board Meeting, Nov. 18-19, 1988: presentation

Markow distributed a rough draft of minutes. Voting on acceptance was postponed until later in this meeting.

III. Bulletin

A. *Bulletin* Report: Markow

A photocopy of *Bulletin* #20-#21 was circulated among those present. It went to printer last Friday, May 26. Secretary insisted that written reports from committee chairs must be received in a timely fashion to meet deadlines.

B. Deadlines

1. President directed that it is now the Secretary's duty to finish minutes for the Fall Board meeting and submit it to the Board by mail in a timely fashion so that minutes can be approved and submitted for the Spring issue of the *Journal*. This submission must meet the deadline announced by the *Journal* Managing Editor. The minutes of the Spring Board meeting and the annual business meeting should be completed in the same fashion for inclusion in the Fall issue of the *Journal*.

2. Bowles proposed that Secretary produce minutes which would then be looked over by President and voted on after publication. Corrections and revisions would be included in the following *Bulletin*.

3. Brooks proposed summarizing or abbreviating reports, or perhaps limiting the number of reports appearing in the *Bulletin*. Those reports not appearing would be kept on file for member access.

4. Motion re: completion, approval and publication of minutes.

It was moved, seconded and passed that it is ARSC policy that the Secretary of the Board of Directors be committed to completing the minutes of the fall Board meeting in time for possible submission to the Board of Directors by mail for approval and editing, and in time for submission by the stated deadline for the spring issue of the *Journal*, which minutes, as published in that issue, do not have to be officially approved by the Board. The same is to be done for the fall issue of the *Journal* regarding the spring Board meeting and business meeting minutes.

IV. President's Report: McCormick

A. ARSC Annual Conference 1990

1. President reported on the receipt of written invitations from the Canadian Museum of Civilization by both ARSC and IASA for the 1990 joint conference. He then detailed how this conference will coordinate with and be sequential to other symposiums resulting in an eight or nine day conference. The committees being formed between the various organizations to coordinate the conference and local arrangements were also detailed. All of this has been confirmed in writing between the President of ARSC, President of IASA, Canadian Museum of Civilization, National Archives of Canada and a representative of CAML, both on the Local Arrangements Committee. ARSC Program Chair is responsible for ARSC program and is to work in conjunction with those who are programming the IASA conference and the Joint Technical Symposium.

2. The problem at the time of this report was the coordination with IASA of joint and separate sessions, registration procedure and distribution of registration proceeds. CAML has expressed interest in holding their conference at this time as well.

B. IASA Conference 1989

McCormick requested ARSC support in funding his attendance at the IASA conference to be held in Oxford, England late August and early September. He has been officially invited to attend as President of ARSC and make a report. He is also on the Committee of IASA Chapters and Affiliated Organizations. He has also been specifically invited in order to finalize plans for 1990 conference (see above). He will

combine ARSC funding with institutional commitment he already has and make full accounting. He asked for approximately \$600. The Board had no objections to the President using the discretionary funds available to him for this.

C. Dues increase

President asked for discussion/suggestions regarding the presentation of this matter at the annual business meeting.

V. Executive Director's report: Rochlin

A. Written report submitted. Membership statistics were summarized. (All submitted reports not published are available to members through the ARSC Archives. Membership statistics appear in the following section of this *Bulletin*.)

B. The question of payment of back dues prior to reinstatement of membership was presented. After discussion during which McKee cited the various notices and warnings routinely sent to members, it was decided that ARSC's standing policy regarding this matter be reiterated in the next ARSC *Newsletter*. That policy is: A member is subject to being dropped from ARSC if that member has not paid annual dues by the end of the year in which they become due, if that member has not previously submitted a written resignation.

VI. Treasurer's Report and Finance Committee Report: Stinson & Heckendorn

A. Stinson reported on the setting up of two accounts at the same bank, one for ARSC and the other for AAA Preservation Publication funding. ARSC funds are now in an interest bearing account.

B. Budget distributed and discussed.

1. "Miscellaneous" category explained as representing RDI MARC tagging funds received from institutions for that work and expended for same. The category "Miscellaneous" was then changed to reflect this.

2. Re: *Journal*, it was pointed out that we are receiving \$9,000 worth of help annually from University of Missouri-Kansas City. *Journal/Bulletin* expenses were then discussed.

3. Receipts discussed line-by-line

Smolian raised question of lost receipts and also annoyance to members due to unauthorized use of *Directory* rather than purchase of our mailing labels. Do we have any legal recourse?

McKee stated that we do not, but members can request that their names not be included in the mailing labels sold, and their addresses not included in *Directory* entry.

4. The breakout of AAA receipts and expenditures from the rest of the ARSC budget was discussed at length, including AAA accounting.

VII. Minutes of Board Meeting, Nov. 18-19, 1988: approval

A. Board voted to approve and accept the structure of the Editorial Board as presented at that November meeting, since the tape of the meeting was unclear as to whether it had been approved at that meeting.

B. After brief discussion and correction, the minutes were approved unanimously.

VIII. Treasurer's Report: resumed

A. Discussion of revising entries for AAA receipts and expenditures was resumed. The Finance Committee met during the break and presented suggested deletions and changes which were incorporated in the final budget as printed in the following section.

B. Discussion occurred of receipts restricted to AAA use and receipts available for use of ARSC as a whole. Mi-Kal debt to ARSC cited.

C. Expenditures discussed line-by-line

1. Definition of "Administrative Management" and "Administrative Program" reiterated

a. "Administrative Management:" operations which are needed to run the organization, such as mail, phone calls, elections, Board travel.

b. "Administrative Program:" operations which carry out the purposes of the association, as described in the by-laws, such as information and publicity mail. Publications that have their own line on the budget are in this category for IRS Form 990.

2. Sheldon warned the Board regarding possibility of *Journal* expenditures putting *Journal* "into the red." McCormick pointed out that dues increase, if approved, would counter this. If not, the Board would consider dropping an issue of the *Journal*.

D. Budget discussion tabled while Treasurer prepared revised printed copies of budget.

IX. Publications Committee Report: Weber

A. Weber summarized plans for a committee meeting to be held during the conference. It will be held after the Editorial Board meeting.

1. President announced that an extra meeting of the Board may be necessary after the Publications Committee meeting.
 2. President suggested that ARSC consider a brief Board meeting after every Annual Conference to summarize and vote upon items resulting from committee meetings held during the conference. This will be discussed at the fall Board meeting.
- B. *Newsletter* Report: Sommerfield
Written report submitted. It appears in the following section of this *Bulletin*.
- C. *Membership Directory* Report: Brooks
Written report submitted. It appears in the following section of this *Bulletin*.
- D. Advertising
McCormick announced that Christine Hoffman would arrive shortly to make a presentation regarding advertising policy and procedure to the Publications Committee at its meeting. Her title was confirmed as "Advertising Editor."
- E. *Journal* Report: Sheldon
1. Sheldon confirmed that ARSC has received a grant from the University of Missouri to help produce the *Journal*. This has been used to hire Linda Lancaster as Assistant Editor, beginning July 1. ARSC will also be using the services of Sheldon's Administrative Assistant, Pat Payne.
 2. *Journal* shipping schedule will be April (Spring) and November (Fall). Deadlines are yet to be arranged.
 3. The shipping schedule for Volume 20 of the *Journal* will be:
 - a. V.20, #1; dated 1988-1989; to be shipped in September; called "Spring"
 - b. V.20, #2; dated 1988-1989; to be shipped, if possible, in November; called "Fall"
 4. *Bulletin* will be published as a separately identified part of each *Journal* issue, the format yet to be determined.
 5. A referee system for articles has been started. Approximately thirty people have agreed to serve on this Editorial Advisory Committee.
 6. The *Journal* Editorial Board is in place, as voted and approved earlier.
- X. Local Arrangements Committee report: Sheldon
Sheldon thanked Local Arrangements Committee: Marilyn Carbonell, Charles Haddix, Charles Stout, and Dick Dexter.
- XI. Second Vice President/Program Chair Report: Hagen
- A. The President of ARSC wished to go on record as saying that this conference program is "tremendous" and that Carlos Hagen has done "one hell of a job" for the second year in a row as Program Chair. The President was very sorry that Hagen was going off the Board.
 - B. President charged every future Program Chair with assuring the use at each conference of the release form for recording conference presentations which was approved at the previous Board meeting.
 - C. A letter was sent by Hagen to three former Program Chairs in order to establish an active committee to aid new Program Chairs during their first year. At the time of this report, the committee consisted of Hagen and Michael Gray.
 - D. A written report was submitted and summarized by Hagen. A condensed version of this report appears in the following section of this *Bulletin*.
 - E. The possibility of double sessions during conferences and the percentage of conference time devoted to administrative meetings were discussed. Brooks cautioned the Board regarding administrative time taking up an inordinate amount of conference time for people who are not on committees. The President replied that the percentage of time involved was actually quite small, and that double sessions could be a solution to this.
- XII. Members at large Report: Parker
- A. Parker reported on progress of a handbook for ARSC officers and committee chairs.
 1. Parker distributed a handout surveying what previous *Bulletins* have reported regarding duties of officers.
 2. McCormick had compiled references from the *MLA Handbook for Officers* that also may be used as a sample. President stated that every effort would be made to continue this work.
 3. Hagen will continue to work on the committee of past Program Chairs (see above)
 4. President has charged Sawka to work on defining duties and establishing guidelines for Local Arrangements Committees. She reported that she intended to communicate with the last few Local Arrangements Chairs to work on this. She hopes to begin at this conference and report at the next Board meeting.

XIII. Fair Practices Committee Report: Stover

Written report submitted. Committee will meet for the first time at this conference. The results of this meeting will be presented at the business meeting. The report appears in the following section of this *Bulletin*.

XIV. Publicity Committee Report: Brooks

Written report submitted. The report appears in the following section of this *Bulletin*.

XV. Grants Committee: Sawka

Written report submitted. Committee's recommendations were approved unanimously. The report appears in the following section of this *Bulletin*.

XVI. Discographic Access Committee Report: Bowles

Committee will meet during conference to review *ARSC Cataloging Rules*. Those members absent have already sent comments. A report will be presented at the business meeting. (No written report submitted.)

XVII. Technical Committee Report: Storm

Written report submitted. A condensed version of this report appears in the following section of this *Bulletin*.

XVIII. Nominating Committee Report: McKee

McKee stated that ballots were in Sheldon's possession. Counters will be selected at a brief business meeting at 9 am, June 1.

IXX. Membership Committee Report: Smolian

A. Written report submitted. The report appears in the following section of this *Bulletin*.

B. Smolian emphasized the need for new ARSC chapters in order to build membership by recruiting people who are likely to become active members.

1. Brooks reminded Board that he is capable of generating a list of people interested in organizing or joining a chapter.

2. McKee suggested using tapes of one chapter's presentations to generate interest in establishing another chapter. He also suggested that the Fair Practices committee look into the legality of this.

XX. ARSC Archives Committee Report: Heckendorn

A. Written report submitted. The report appears in the following section of this *Bulletin*.

B. Due to technical problems, three conferences are not adequately covered in the archives. Because of this, Heckendorn requested that (1) all tapes be standardized at 10 1/2", 3 3/4 ips, full track, (2) masters be deposited in ARSC Archives, (3) copies from masters be sent from archives to the distributor of the conference tapes.

C. The President directed that every Local Arrangements Committee Chair be responsible for conference taping which meets the above standards and that this be a conference expense.

XXI. Chapter Reports

A. Written reports were submitted by the Southern California and Washington, D.C. Metro Area chapters. They appear in the following section of this *Bulletin*.

B. Rick Ross, newly elected President of the Southern California Chapter, reported on membership and on present and future plans.

XXII. Associated Audio Archives Committee Report: Gibson

A. A written report was prepared but was not available at the time. Gibson summarized AAA activities and listed new members, which have grown from 5 to 14. (Gibson transcribed this report from tape supplied by Secretary and it appears in this *Bulletin*.)

XXIII. Treasurer's Report: resumed

A. After lengthy discussion regarding possible budget deficit and solutions, it was proposed by Brooks that the budget be approved as amended; that the President and the Finance Committee and the Chair of AAA closely monitor the financial situation during the coming summer and determine if it is necessary to

1. Delay the publication of the *Journal* V.20 #2 by one month so that the expenses are payable in 1990,

2. Delay awarding ARSC grants,

3. Instruct the AAA to approach the NEH regarding the application of the balance of funding from NEH toward the MARC tagging of the *RDI*. (NEH was approached regarding this during the meeting and said this was not possible.)

This proposal was moved and seconded. After discussion, it was passed unanimously.

B. The President directed that henceforth the receipts and expenditures in ARSC budget be broken into three sections each, the first section to represent ARSC funds, the second to represent AAA sequestered funds, and the third to incorporate both. This is all to be presented on the same page if possible. (See budget printed in this *Bulletin* for illustration.)

XXIV. Old Business

A. McKee proposed at the last Board meeting that the candidate for Treasurer who is not elected act as Assistant Treasurer to provide backup & continuity. Unless the Board disagreed, he would instruct the committee to take this into consideration when talking to possible nominees. President has directed that this be done.

B. At the last Board meeting, Markow had reminded the Board that the question of copyright on conference tapes offered for sale was raised in May 1988 Board meeting and should be addressed at the 1989 Board meeting. This was postponed again for lack of time.

C. Proposed: a committee to examine possible compensation other than honoraria for specific achievements. Tabled until a later Board meeting.

XXV. New Business**A. ARSC Research Awards**

Brooks presented a proposal for the presentation of ARSC awards for research. A handout was circulated. Brooks emphasized that this program would cost ARSC nothing. All present were asked to examine the proposal and present their responses and comments to Brooks in the near future. An amended version of this proposal, which will incorporate these comments, will be presented to the new Board at the Fall meeting.

B. 1991 Annual Conference Site

McCormick announced tentative sites for the 1991 conference, possibly on the West coast. Ross then extended a formal invitation on behalf of the Southern California chapter to hold the 1991 Annual Conference in Los Angeles.

XXVI. Adjournment

A motion was made, seconded and passed to adjourn the meeting. The motion having been approved unanimously, the meeting was adjourned.

Respectfully submitted,
Richard I. Markow
Secretary, ARSC

SUMMARY

- I. President directed that it is now the Secretary's duty to finish minutes for the Fall Board meeting and submit it to the Board by mail in a timely fashion so that minutes can be approved and submitted for the Spring issue of the *Journal*. This submission must meet the deadline announced by the *Journal* Managing Editor. The minutes of the Spring Board meeting and the annual business meeting should be completed in the same fashion for inclusion in the Fall issue of the *Journal*.
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- III. Minutes of the Board Meeting, November 18-19, 1988 were approved unanimously.
- IV. The Board voted to approve and accept the structure of the Editorial Board as presented at the November 18-19 meeting, since the tape of the meeting was unclear as to whether it had been approved at that meeting.
- V. The definitions of "Administrative Management" and "Administrative Program" lines in Budget were reiterated.
 - A. "Administrative Management:" operations which are needed to run the organization, such as mail, phone calls, elections, Board travel.
 - B. "Administrative Program:" operations which carry out the purposes of the association, as described in the by-laws, such as information and publicity mail. Publications that have their own line on the budget are in this category for IRS Form 990.
- VI. President charged every future Program Chair with assuring the use at each conference of the release form for recording conference presentations which was approved at the previous Board meeting.
- VII. The President directed that every Local Arrangements Committee Chair be responsible for conference taping which meets the following standards and that this be a conference expense.

1. All tapes will be standardized at 10 1/2", 3 3/4 ips, full track
 2. Masters will be deposited in ARSC Archives
 3. Copies from masters will be sent from archives to the distributor of the conference tapes
- VIII. The Board unanimously passed a motion that the budget be approved as amended; that the President and the Finance Committee and the Chair of AAA closely monitor the financial situation during the coming summer and determine if it is necessary to
- A. Delay the publication of the Journal V.20 #2 by one month so that the expenses are payable in 1990
 - B. Delay awarding ARSC grants
 - C. Instruct the AAA to approach the NEH regarding the application of the balance of funding from NEH toward the MARC tagging of the RDI. (NEH was approached regarding this during the meeting and said this was not possible.)
- IX. The President directed that henceforth the receipts and expenditures in ARSC budget be broken into three sections each, the first section to represent ARSC funds, the second to represent AAA sequestered funds, and the third to incorporate both. This is all to be presented on the same page if possible. (See budget printed in this *Bulletin* for illustration.)

ARSC FINANCE COMMITTEE
 May 15, 1989

Report for: Executive Director
 Information: Chairperson Finance Committee
 Action: Ex Dir distribute to ARSC Secretary, Board, and Committee Chairpersons
 Subject: 1989 Pre-Conference Membership and Financial Statistics
Membership

All data herein reflect computer entries and adjustments through May 15, 1989.
 At present there are 984 members of ARSC, as follows:

- 721 individual members in the US (including 5 joint memberships)
- 147 institutional members in the US
- 70 individual members abroad
- 31 institutional members abroad

Totaling

- 969 dues paying members currently on the rolls, plus
- 11 exchange institutions
- 4 honorary members
- 984 total members

12-Year Totals

	1978	1979	1980	1981	1982	1983	1984	1985	1986	1987	1988	1989
individuals	410	507	548	561	638	661	732*	743	829	842	855	795
institutions	182	173	194	196	195	201	176*	193	202	203	201	189
TOTALS	592	680	742	757	833	862	908*	936	1031	1045	1056	984

*precise data not available

<u>Since 1980</u>	<u>Growth</u>	<u>Resigned/Dropped</u>
1980	96	30
1981	82	57
1982	87	53
1983	101	101
1984	not available	
1985	107(est)	79(est)
1986	95	74
1987	88	86
1988	95**	27
1989 thru May 12	47	117#

** does not include 18 suspended 1/18 or earlier who were subsequently reinstated after payment of past charges, but does include 2 members enrolled effective 1989.

includes 57 dropped 1/1/89; remainder are resignations, deaths, and those dropped for non-payment of 1988 dues.

<u>Financial</u>	Net charges as of closing 5/15/89	
	Back dues and charges owed as of 1/1/89	\$1,185 (74 members)
	Total 1989 dues charged	\$14,535 (969 members)
	Surface postage charged addressees abroad	\$500 (100 members)
	Airpost surcharge to addressees abroad	\$90 (18 members)
	Prepaid dues and charges as of 12/31/88	\$2,235 (132 members)
	NET TOTAL DUES AND POST CHARGES ENTERED	\$14,075

Receipts entered during 1989 as of closing 5/15/89

	Prior years dues paid	\$240
	1989 dues paid (not incl. prepaids from 1989)	\$8,760
	Advance dues paid	\$45
	Foreign postage paid	\$295
	Miscellaneous@	\$5,367.60
	@includes \$5,199 of special assessment on AAA Committee members for fund completion of MARC-tagging of the <i>RDI</i> .	
	Gifts	\$1,505
	(Above includes 35 Sustaining members; No conference receipts included in the above)	
	TOTAL 1989 NON-CONFERENCE RECEIPTS TO 5/15/89	\$16,212.60

NOTE: AS OF THIS REPORT 259 MEMBERS STILL OWE \$4,165 IN CURRENT DUES. THIS IS A DELINQUENCY RATE OF 27% OF THE TOTAL NUMBER OF DUES-PAYING MEMBERS, AND 29% WITH RESPECT TO DUES CHARGED IN 1989.

Respectfully submitted:
Joan McKee
Elwood McKee

ARSC TREASURER'S REPORT TO OCT. 15, 1988

	Actual 1987	Budget 1988	Actual 1988	Budget 1989
1 Balance, January 1	\$14,296.08	\$14,296.08	\$7,744.74	\$14,818.07
2				
3 Repayment of loan	\$3,000.00	\$0.00	\$0.00	
4 Backdues	705.00	500.00	1,590.00	\$1,000.00
5 Current dues	10,515.00	11,000.00	11,595.00	12,000.00
6 Advance dues	1,815.00	1,400.00	105.00	1,500.00
7 Foreign postage	571.00	450.00	495.00	550.00
8 Back issues	632.85	500.00	1,108.27	1,000.00
9 Conference, 1987				
net= 4,695.94-2,637.15	2,058.79		948.69	
10 Conference 1988, 1989		500.00		500.00
11 Membership donations	1,910.00	2,000.00	2,196.00	2,000.00
12 Sale of mailing list	75.00	150.00	0.00	150.00
13 Sale of Catalog Rules	80.75	65.00	67.00	60.00
14 Journal advertising	0.00	0.00	75.00	300.00
15 AAA	401.44	0.00	0.00	3,000.00
16 Interest	809.92	600.00	236.68	500.00
17 Holding-transfer to AAA	0.00	0.00	2,696.95	
18 Misc.	15.00	0.00	0.00	
19 Reimbursement	904.20	0.00	0.00	
20 Total receipts	23,493.95	17,165.00	21,113.59	22,560.00
21 Balance + Receipts	\$37,790.03	\$36,800.84	28,858.33	\$37,378.07
22				

23 Expenditures:				
24 Journal	\$12,920.09	\$6,000.00	\$5,270.42	\$11,800.00
25 Newsletter	1,793.71	2,000.00	1,481.12	2,500.00
26 Bulletin	2,266.43	2,400.00	0.00	3,500.00
27 Admin. management	3,188.57	3,000.00	1,096.62	2,500.00
28 Admin. program	570.00	1,000.00	1,147.70	1,500.00
29 Printing Catalog Rules	0.00	0.00	0.00	0.00
30 Membership Directory	4,379.45	0.00	0.00	4,500.00
31 Grants	775.00	2,000.00	0.00	2,000.00
32 AAA	560.32	2,000.00	1,480.45	2,000.00
33 Transfer to AAA acct.	0.00	0.00	2,696.95	
34 Other	0.00	0.00	867.00	
35 Revolving petty cash fund-Exec.Dir.	100.00	0.00	0.00	
36 Total expenses	26,554.19	18,400.00	14,040.26	30,300.00
37 Balance	\$11,235.84	\$13,061.08	\$14,818.07	\$7,078.07

Respectfully Submitted,
Susan T. Stinson, Treasurer

May 31, 1989
ARSC NEWSLETTER REPORT

The editor is beginning to hit his stride in getting the *Newsletter* out to the membership. It is now possible to get each issue in the mail by the mid-point of the season it is designated as (e.g. the Spring 1989 issue went to the Post Office April 29). That issue (No. 47) was the editor's fourth. There is, so far, very little worry about filling up an issue; although there is always something left over, going beyond the eight-page size is probably not yet called for—at least not until the revenue becomes available from advertising.

Respectfully Submitted,
David Sommerfield, Editor, *ARSC Newsletter*

May 28, 1989

To: ARSC Board
From: Tim Brooks
Subject: *Membership Directory Report*

1. This year we experimented with a new method of encouraging submissions for the *ARSC Membership Directory*, by enclosing a draft of a planned entry with each new member's winter dues notice. The goal was to stimulate members to send in updates to their 1987 entry, or a full questionnaire if none was on file. This approach has been quite successful. More than 160 updates have been received to date, and more than 170 new questionnaires, many from long-time members who had not previously filled one out. As a result, the proportion of members for whom collection and interest information appears in the *Directory* should increase from 50% (the proportion in 1987) to approximately two-thirds.

2. The database and formatting program for the *Directory* were created by me using the dBase IV database package. I have recently restructured the software to allow input of more specific information on each collection's size; whether or not it is institutional; alternate addresses (for those who wish a different name or address in the *Directory* than appears on their mailing label); more on volunteers' areas of interest; and several other details. As a result, the new *Directory* will contain additional information on many members, and as a service to the Board I will be able to more readily generate reports on those members who have volunteered to serve on a committee, prepare (or suggest) a paper for the Conference or *Journal*, or join a regional chapter. Unfortunately, during the past two years ARSC officers have shown very little interest in making use of (or even responding to) these volunteers. I hope this situation improves in the future.

3. Regarding the 1989 *Directory*, data have been entered for those members who submitted updates, and a data entry operator has been engaged at a reasonable rate to input the new questionnaires. The deadline for

submissions is June 1, 1989. I anticipate that fair copy will be ready for the printer by midsummer 1989.

4. Regarding future plans, I recommend publication of a full *Directory* every other year. Updates in alternate years, consisting of names and addresses (only) of new members, may be prepared by the Executive Director and appear in the *Newsletter* or *Journal* if desired.

REPORT OF THE ARSC SECOND VICE PRESIDENT AND PROGRAM CHAIRMAN May 1989

Upon finishing my two years as Program Chairman, I would like to give, both to the Executive Board as well as to my successor, some interesting ideas and experiences.

1. There is a vast reservoir of potential speakers who would like to come to our meetings, provided that some financial help would be available. I do not think that it would be feasible or proper to use ARSC funds for this purpose. However, I have already discussed the matter with NEA, where I found a very sympathetic reception to this idea. They said they would be very happy to discuss the matter further, and to review applications from ARSC, as a non-profit educational body, for this purpose. I earnestly advise the Executive Board to pursue the matter further, perhaps through contacts from the President's office, or through an ad-hoc committee.

2. The Program Chair has great freedom in organizing the program for a meeting, and this is, of course, a very delicate matter. We have not had any abuse of this freedom in the past, but it is still a matter of which we all must be aware. I feel that it is proper and necessary for the Program Chair to be very aware of the overall field of sound recordings and archives, and try to cover those areas that are indeed important for our organization and its members.

3. I have noticed that during the first few months there is an almost scary absence of offers for presentations. Then suddenly, generally in February or March, offers start coming in increasing numbers. This situation can be very unpleasant, both for the organizer and the participants. I have received very interesting proposals only a few weeks before our conference, after the program was totally filled. It will be very important to set a deadline, stating in the announcements something to the effect that "offers received after (date) may not be assured of a place in the program."

4. Another caveat for the organizer is the number of limitations that some potential speakers present. For example, there are speakers who state that they cannot attend on a certain date because of family obligations. Others cannot attend on certain days for religious reasons. Still others prefer a certain placement within the program or certain time of day, and so forth. This is a point I would like to see discussed, in order to give the Program Chair some guidelines as to what is or is not reasonable.

5. Another problem that any Program Chair faces is the matter of competence and reliability of some speakers. Virtually every year, we have had people who offered to talk, and whose qualifications and reliability were not particularly high. This is why I feel that the Program Chair, when he or she does not know the speakers, should contact others who may provide some idea about the relative competence and/or reliability of the speaker. In no way am I here suggesting filtering or censorship of talks; I am speaking mainly of a record of competence and reliability.

6. There are two problems concerning offers of presentations.

The first concerns verbal offers made during the enthusiasm of the Annual Meeting. My standard answer was to ask for a note, sometime before January or February, stating the proposed title and length of the presentation. Much later, when the program was virtually finished, I would receive a few notes expressing some regret and resentment that I had made no contact regarding the verbal offers which had been made to me. I feel that it is not up to the Program Chair to remind people of what they had said, but it is up to them to make the offers, especially when specifically asked to send a written offer.

The second problem is the notes I received suggesting potential speakers. Follow-ups on these have proved to be unrewarding. Most had no interest, had never heard of ARSC, and were expecting an honorarium plus travel expenses. I feel that if some member has a speaker in mind, the least the member could do is to approach the speaker, explain what ARSC is and that there is no compensation involved. If the speaker is willing to talk, then the proposed speaker could send a note to the Program Chair, or the member could contact the Program Chair with the name and address of the proposed person, explaining that he or she is already aware of the limitations involved with any ARSC presentation. If some funds (e.g. NEA) would become available, then we could pursue a more aggressive approach of speakers as we could offer to some highly qualified people honoraria and travel expenses. However, contracts plus payment and travel arrangements would involve considerably more work than is now the case. It would then be imperative to provide the Program Chair with part-time clerical help to aid in this process.

7. I have seen a steady increase of speakers using visual materials (such as slides and opaque projections) as well as video tapes requiring a VCR and monitor. Also noted are the problems experienced concerning the recording of the conference on cassettes. I feel that from now on, we should make it a practice to insist that all the conferences should always be recorded on open-reel tapes, at least at 3-3/4 ips. I feel that the practice, initiated by Mike Biel, of videotaping the complete proceedings is excellent.

8. Regarding the annual meeting, one approach is to have the meetings in various regional, representative places in the U.S. or Canada. On the other hand, we also have to contend with the matter of local arrangements and institutional support. My experience has led me to feel that locations should be chosen where we will find the best institutional and local support rather than those places which would be more desirable from a regional viewpoint.

9. Finally, it was an excellent idea on the part of our President, Don McCormick, to establish a committee made up of previous program chairs to offer support and experience to their successors. I will be very happy to contribute in any possible way to this committee.

Carlos B. Hagen-Lautrup

FAIR PRACTICES COMMITTEE REPORT

May 31, 1989

The newly appointed Fair Practices Committee of the Association for Recorded Sound Collections will be meeting for the first time in Kansas City on June 2, 1989. At this meeting we will be discussing the purpose of the committee and the direction it should follow during the course of the next few years. The ultimate goal of this committee will be to research and disseminate information regarding the fair use of sound recordings to ARSC members through articles published in the *ARSC Journal*. It is our intention to contribute articles to the *Journal* annually, based on our findings.

Committee members have discussed the distribution of a questionnaire intended to identify the concerns and questions ARSC members may have with regard to Fair Practice, copyright and contract laws, as they pertain to their own collections of recorded sound. A draft of this questionnaire has been sent to committee members to review in preparation for discussion at our meeting. Suggestions for long-range goals have also been distributed to committee members, and will be discussed at our meeting. Tentative goals which committee members have been asked to consider include the preparation of a selective bibliography of published books and available government publications regarding the Fair Use section of the 1976 revision of the U.S. copyright law; and the compilation of information concerning copyright laws for each of the U.S. states, as they apply to the fair use of sound recordings.

I look forward to a productive meeting with my committee, and am enthusiastic about the work we have set out to accomplish.

Respectfully submitted,
Suzanne Stover, Chair,
Fair Practices Committee

May 28, 1989

To: ARSC Board

From: Tim Brooks

Subj: Publicity Committee Report

1. A national press release was issued April 29, 1989, publicizing the Kansas City Conference. A preliminary program, cleared with Second Vice President Carlos Hagen, was attached. The release went to one hundred addresses currently on the publicity mailing list (90 in the U.S. and Canada, 10 overseas).

2. A master of this release was sent to Ted Sheldon in Kansas City for possible use in locally publicizing the event.

3. Lee Munsick continues as a committee member.

GRANTS COMMITTEE REPORT
May 31, 1989

This year the Grants Committee received six completed grant applications, one late incomplete application, and two general inquiries about the program. All committee members reviewed and evaluated the six completed applications. We recommend to the Board that the following 1989 grants be awarded:

DONNA CHRISTIAN (\$500) - To underwrite partial costs of preparing a commemorative cassette of selected early dialect research recordings as part of a project to celebrate the centennial of the American Dialect Society (ADS). The project will be undertaken in cooperation with the American Folklife Center and the Motion Picture, Broadcasting, and Recorded Sound Division of the Library of Congress. The cassette will be presented at the December 1989 centennial meeting of the ADS in Washington, D.C. and then offered for sale to ADS members and others.

B. LEE COOPER (\$500) - To support travel and research expenses for a major revision and updating of his 1984 book, *The Popular Music Handbook: A Resource Guide for Teachers, Librarians, and Media Specialists*

J.F. WEBER (\$500) - To underwrite preparation of camera-ready copy for *A Discography of Gregorian Chant (1904 - 1988)*.

Two of the three applications not funded were sufficiently interesting that the committee agreed to encourage the applicants to revise and resubmit their proposals for future consideration. The three applications we are recommending are the best developed and documented, show the most promise for timely completion, and should result in welcome and useful additions to recorded sound reference and research resources.

Respectfully submitted,
Barbara Sawka, Chair; Victor Greene; Robert Kenselaar; Louise Spear

ARSC TECHNICAL COMMITTEE REPORT
June 1989

Submitted by Bill Storm

Technical Committee activities this past year have continued in the same vein as the previous year, i.e., keeping ARSC members involved with national and international meetings relevant to preserving and restoring sound recordings.

The best attended session was the Audio Engineering Society [AES] Subcommittee on Audio Preservation and Restoration. I am submitting a draft of the minutes including ARSC participants' names as well as important decisions and assignments that affect our efforts. (These are available to members at the ARSC Archives.)

The meeting generally went very well and we should all be proud of our progress. I say this because at the meeting of the full AES Standards Committee meeting, to which the subcommittee reports, it became very clear that this subcommittee is second in activity and support only to the digital subcommittee.

I also would like to thank ARSC for supporting my transportation to the meeting.

In addition to the AES connection, Don McCormick and I have been very busy working with IASA and the Coordinating Committee of the International Sound, Film and Television Federations. Our purpose has been to plan for the Joint Technical Symposium [JTS] to be held in Ottawa, [Canada] May 1990. Don is also coordinating the joint ARSC/IASA Conference which is to follow the JTS.

On May 3-8, 1989, I participated in the CC's second consultation with manufacturers. This UNESCO sponsored event was held in Vienna. A number of important issues were raised, followed by a number of illuminating responses. I will forward these to ARSC upon receipt of the meeting minutes.

Three other organizations have also begun activities of concern to us. First, NARAS has formed a committee related to archival needs. Gerry Gibson and I have been asked to be on the committee.

The Annenberg Washington Program held a round table on Television Preservation, May 19, 1989. The list of those in attendance and the agenda are submitted with this report. (This is available to members at the ARSC Archives.) The day was overburdened by expressions of need given to people who are already converted, however, I strongly suggested a liaison with ARSC/AAA, the UNESCO Coordinating Committee and the AES. This group appears to be at the same stage we were three years ago. All our interests would be best served by joint efforts. I will follow up on this and report as appropriate.

Finally, ANSI has formed a subcommittee directed toward archival concerns for magnetic and optical media. The first meeting will be held June 19 - 20, 1989, at Syracuse University. ARSC/AES participants have all been invited.

Phil Rochlin has brought to my attention that one member complained that his technical inquiry to ARSC was not answered. I apologize for that, but quite frankly have not had the time to do so. I am recommending the Technical Committee seek a volunteer who could address these equipment questions on a regular basis. Please let me know if further explanations on any of the report is needed and/or if the Board has any recommendations for the Technical Committee.

ARSC MEMBERSHIP COMMITTEE REPORT

1. The new brochure came out.
 2. This committee operates through a merging of ideas to promote the organization, then a division of labor to follow through on those agreed upon. The other active committee member has become inactive.
 3. The National Archives Meeting on Preservation was attended by 100 or so from the state archives and other concerned organizations. The Audio panel consisted of Gerald Gibson, Leslie Waffin, and myself. The executive director has the registration list of this conference and has been sending membership brochures to those attending who are not already ARSC members.
 4. Christine Hoffman is now handling advertising for the *Journal*. We have discussed exchanging advertising with other magazines. She is even more anxious than I that we start such a program. Having belonged to this organization longer, I am concerned that we first demonstrate our ability to maintain a regular publication schedule and publish at least one issue which contains a significant amount of advertising before endangering this organization's credibility by accepting publication commitments we have almost always failed to meet in the past.
 5. I have participated in a number of professional meetings this year where there was considerable interest shown in ARSC's activities, and where I have distributed appropriate advertising matter.
 6. I have reprinted my *ARSC Journal* article on recording tape and mailed it to many interested parties, and included membership information on the first page.
 7. Brochures are on the counters of my retail locations. Anyone selling records over the counter or who wants to include either a notice in a mail list or, better yet, include brochures, would be welcomed. Phil Rochlin has a brochure stock.
- Steve Smolian

ARSC ARCHIVES COMMITTEE REPORT

May 25, 1989

In view of the problems associated with recording sessions of ARSC and providing tapes for archives and distribution, the committee makes the following recommendations:

1. The sessions should be recorded on open reel (10 1/2") tapes at 3 3/4 ips.
2. The master tapes should be given to the Archives Committee to make cassettes to be used as submasters by Conference Tape for distribution. The above plan was followed in San Francisco and is being followed in Kansas City.

Harold Heckendorn

REPORT OF THE WASHINGTON METROPOLITAN AREA CHAPTER (WMAC) FOR THE ASSOCIATION FOR RECORDED SOUND COLLECTIONS (ARSC) FOR 1988 THROUGH MAY, 1989.

The past year of the ARSC-WMAC has been one of a variety of programs and modifications in our organization.

PROGRAMS:

Our program schedule of the last year included the following:

February 1988 - Joint meeting with the Musical Box Society International, held at the University of Maryland, College Park, Maryland. This program was presented by ARSC member, Morgan Cundiff of the International Piano Archives. Morgan discussed and demonstrated the Bosendorfer 290SE computerized recording/reproducing piano. A discussion of pneumatic reproducing pianos was also given. The annual chapter business meeting was held at this time and the election of officers held. The 1988 officers were President: Fred Callend; Vice President: Peter Shamberger; Secretary: Ricki Kushner; Treasurer: Jan McKee; Members-at-large: Manuel Morris, George Duman. A social hour followed the meeting.

June, 1988 - "Annual ARSC-WMAC Record Sale/Swap Meet." This meeting, which is always held in a local area church hall, gives the members a chance to trade, sell, and buy old records and engage in conversation and fellowship concerning sound recordings. The meet will last about half a day. The last two years we have been able to provide free table space for those wishing to trade, as the costs of renting the hall have been fairly reasonable.

July 1988 - "A Program of Rare Vocal Sound Recordings In the Library of Congress." Elwood McKee presented an illustrated lecture-performance of rare vocal recordings from the Russian holdings in the Library of Congress. These were primarily from the era of Imperial Russia. Rare recordings by such artists as Feodor Chaliapin and Mikolai and Meda Mei Figner, along with Armenian and Tartar performers were the highlights of the program. This was the first in a projected series of programs exploring the L.C.'s collection of rare sound recordings. Also, this was the first meeting held in our new regular meeting room; the Mary Pickford Theatre, at the Library of Congress, in Washington, D.C.

September, 1988 - Steve Smolian presented a program on the long term preservation of audio tape. This was a joint meeting with the Audio Engineering Society, held at the National Public Radio headquarters in Washington, D.C.

The following were all held in the Pickford Auditorium at the Library of Congress.

October, 1988 - Mike Donaldson of the L.C. recording lab presented the results of two sound restoration efforts: a film of Verdi's "Hymn of the Nations" produced during World War II and conducted by Arturo Toscanini, and new (analog and digital) transfers of 1938 Jelly Roll Morton/Alan Lomax acetates.

November, 1988 - Gerry Gibson and Elwood McKee discussed the past, present, and future activities of ARSC's AAA committee. This was the presentation first given at the ARSC Conference in Toronto in June.

January, 1989 - "NBC Radio at the Library of Congress." L.C. Librarian, Sam Brylawski presented a discussion of a day at NBC radio from the summer of 1944. Highlights (and lowlights) of the summer schedule were presented. The program analysis files and indices compiled by NBC were also discussed along with how they could be used at the L.C. Recorded Sound Reference Center.

February, 1989 - Jeff Place of the Smithsonian Institution presented a discussion of the Institution's newly acquired Asch Collection of Folkways Records, both issued and unissued. A tour of the archives followed. The 1989 annual business meeting was held at this time and officers were elected.

May, 1989 - Robert Bamberger, host of WAMU-FM's "Hot Jazz Saturday Night," presented a discussion on "Repertory Jazz: An Informal History to the Present Day." Many audio examples of repertory jazz accompanied the lecture.

Future meetings and projects include our annual "swap meet" in June, and a possible directory of area rare record dealers, and services, and a continuation of meetings similar in nature to those already discussed.

Our level and amount of programs had been due to the fact that 1988 marked the first year that we formed a program committee chaired by Richard Spottswood. In the past, this burden was taken solely by the local president.

BOARD OF DIRECTORS:

The 1989 ARSC-WMAC Board of Directors include President: Peter Shamberger; Vice President: Jerome Shipman; Secretary: Sam Brylawski; Treasurer: Jan McKee; Membership Chair: Ricki Kushner; Program Chair: Richard Spottswood; Members-at-large: Manuel Morris, Ricki Kushner.

BY-LAW AMENDMENTS:

Some amendment proposals have come up for discussion. These include briefly: 1) make the Vice-President the Program Committee Chairperson; 2) make the Vice-President the President-elect; 3) make the terms of the Members-At-Large, the Secretary, and the Treasurer two years; 4) only presidential elections will be held annually, others would be every two years. These proposals need to be looked at further and put into a formal draft for submission and vote.

MEMBERSHIP STATUS:

(Attachment available through ARSC Archives.)

TREASURER'S REPORT:

(Attachment available through ARSC Archives.)

Respectfully submitted on May 23, 1989.

Peter Shamberger
President, ARSC-WMAC

MAY 27, 1989

TO: ARSC BOARD

FROM: LOUISE SPEAR, 1988-89 CHAIR, ARSC SOUTHERN CALIFORNIA CHAPTER

RE: ANNUAL REPORT

The Southern California Chapter of the Association for Recorded Sound Collections completed its second year. During 1988-89, the Chapter distributed three newsletters and held three meetings. The first meeting took place on Saturday, July 30, 1988 at the Arnold Schoenberg Institute on the University of Southern California campus at Los Angeles. Wayne Shoaf, Archivist, was our host. Presentations included "The National ARSC Conference in Toronto" by Carlos Hagen, "The Schoenberg Discography" by Wayne Shoaf, and "Military and Brass Band Music on Records" by Shelly Clyman. The presentations were followed by a no-host lunch at a nearby cafe and a tour of the Arnold Schoenberg Institute.

The second meeting was held on Saturday, October 29, 1988, at the Brand Library and Art Center in Glendale. Herschel Gilbert, independent record producer and founder of Laurel Records, talked about his widely acclaimed chamber music recordings and included a comparison of LP and CD reissues. Harry Butler spoke about Historic Masters, a program underway in the UK to reissue original 78-rpm recordings on vinyl pressings struck directly from the surviving metal parts. Finally, Carlos Hagen spoke about music from Chile and a sound recordings exchange between the Library of Congress and Chile. The meeting was followed by lunch at a Mexican restaurant.

The final meeting was held on Saturday, May 13, 1989, in the heart of Hollywood at the Pacific Pioneer Broadcasters, a non-profit organization dedicated to preserving the history of radio and television. Lee Herschberg, Chief Engineer at Warner Bros. Records, spoke on "State of the Art in Recording Technology." Marty Halperin, Director of Acquisitions at Pacific Pioneer Broadcasters, spoke about the organization's history, facilities, and collections and showed us the old recordings, scripts, photographs, and equipment. Lunch was held at Gorky's Restaurant in Hollywood.

Officers for 1988-89 were Louise Spear, Chair; Carlos Hagen, Past-Chair; Ric Ross, Vice-Chair/Chair-Elect; Harry Butler, Secretary/Treasurer; and Shelly Clyman and Wayne Shoaf, Members-at-Large. Serving for 1989-90 will be Ric Ross, Chair; Louise Spear, Past-Chair; Harry Butler, Vice-Chair/Chair-Elect; Joan LoPear, Secretary/Treasurer; and Shelly Clyman and Manual Broulard, Members-at-Large. At present, the Chapter has fifty-five members.

ARSC/AAA REPORT TO THE BOARD

The AAA has held three working meetings since the Toronto meeting, totaling 12 days of working meetings. Most of those were paid for by our institutions. The only exceptions to these expenses being covered by our parent institutions (and, occasionally, by ourselves, personally) was for essential persons who absolutely could not attend the working sessions without some minimal assistance. Usually, in the limited times when this occurred, the amount of the assistance totaled less than \$200. In addition to the normal costs of our work, we received some funding assistance from one of our participating institutions who had a personal interest in a particular topic and subsidized the costs.

We have expanded from 6 (six) to 14 (fourteen) voting members. AAA's membership now includes the Eastman School of Music, Library of Congress, National Archives, New York Public Library at Lincoln Center, Rutgers University, Stanford University, Syracuse University, University of California at San Diego, University of California at Santa Barbara, University of Chicago, University of Kansas, University of Maryland at College Park, University of Missouri-Kansas City, and Yale University. The principal activity in the past year was the preparation and submission to the ARSC Board of a proposal to the National Endowment for the Humanities (NEH) to fund preparation of a handbook for sound archivists. The proposal was submitted by the ARSC in December 1988. We were informed in May 1989 that the NEH was not funding that proposal. They did, however, encourage us to resolve a couple of problems and resubmit the proposal. At the AAA's three day meeting following this national conference we will be looking at the revision of the grant proposal and, we hope, coming back to the Board with a new proposal to submit in the next NEH cycle.

Thus far, 166 copies of the NEH funded audio preservation planning study report have been distributed, 16 of those were paid for under the NEH grant. As we heard in Elwood McKee's budget report, 150 of the 166 distributed copies have been sold at cost.

Don McCormick and I made a presentation on the ARSC and on the ARSC/AAA to the International Association of Sound Archives (IASA) in Vienna, Austria, last year. It was very well received. One of the problems we have

had with the *Rigler-Deutsch Record Index* over the years is its lack of MARC tagging. This, coupled with the inability of our jobber to provide the tagging and the lack of funds to contract with another jobber to do that work, have slowed down all AAA work in this field. The member institutions that make up the *RDI* subcommittee group of the AAA (LC, NYPL, Stanford, Syracuse, UMKC, and Yale) felt that such MARC tagging was essential and was in their own best interest. Thus, they have pledged a combined \$11,700 toward completing this important aspect of *RDI*. Incidentally, the amount pledged was the total of the contracted cost to carry out the tagging with Phoenix Systems, a firm in the Washington, D.C. area. In addition to the pledged funds (\$11,700), two of our members are giving additional computer main-frame services. Unfortunately, we have just found out (and this is the first hearing for the AAA representatives on the Board, also) that the *RDI* tape was not in the form we were led to believe and additional work must be done. The cost for this additional work will be approximately \$4,000. The AAA budget request for this coming year includes funds for that additional work.

One of the major topics to be considered at the AAA meeting following this annual meeting are the various options to make *RDI* available, including a proposal for its editing. We are all looking forward to getting this long awaited step started. From sales of the *RDI* in its present microfiche form, Mi-Kal owes the Association approximately \$5,000. We are promised by Mi-Kal that we shall receive that money in the next six months. Finally, instead of making hard copies of all documents exchanged and reports given at each of our working sessions, the AAA has decided that we shall prepare an inventory of all papers submitted, keep a file copy of such reports with our secretariat, and offer copies to those who wish to pay for them. This has become necessary due to the large number of documents and the numbers of copies of those documents which have been required. For example, at our last meeting we generated 884 pages and 2 floppy discs of information. To have generated copies of this for the members and official observers of the AAA would have resulted in nearly 20,000 pages and 40 floppy disks, plus whatever were needed as information copy for the Board and others who have requested them. Obviously, the cost of producing such quantities would be quite high, not to mention the file cabinets occupied. We hope that this new arrangement does not create problems, but our institutions simply cannot continue to absorb such costs. If you feel that multiple copies of these documents are necessary we shall have to ask for substantial increase in our budget.

Respectfully submitted,
Gerald D. Gibson Chair, ARSC/AAA

ARSC Annual Business Meeting, June 1 & 3, 1989, University of Missouri-Kansas City

A quorum being present, a brief business meeting was called to order by President Don McCormick at 9:00 am on June 1, 1989 for the purpose of electing vote counters. Those elected were Tump, Tobias and Waffan.

II. A quorum being present, the business meeting was reconvened and called to order by President Don McCormick at 3:35 pm on June 3, 1989.

A. The President complimented all involved in putting together a successful conference, in particular acknowledging Carlos Hagen, Program Chair; Ted Sheldon, Local Arrangements; and Ted's assistants; Pat Payne, Marilyn Carbonell, Chuck Haddix, Charles Stout and Dick Dexter.

III. Minutes of last year's business meeting were distributed. After those present had an opportunity to examine them, a motion for approval was made, seconded and passed.

IV. President's Report

Don McCormick presented plans for next year's conference.

V. Executive Director's Report

Phil Rochlin summarized membership statistics and presented two contrasting letters from members.

VI. Treasurer's Report

A. Susan Stinson called members attention to the budget printed on the reverse of the agenda and pointed out the new manner in which AAA and the rest of ARSC's budget were presented. Comments and questions regarding the budget were solicited and presented, including suggestions for clearer presentation. Elwood McKee pointed out that Rick Ross has offered help in generating various computerized breakouts of budget information.

B. A motion was made, seconded and passed to approve the budget.

VII. Conference Report

A. Carlos Hagen, Second Vice President and Program Chair, presented a summary of his written report.

B. Ted Sheldon, Local Arrangements Chair, thanked Dick Wallin, Assistant Director of Libraries, UMKC, for handling the ARSC conference accounts. Sheldon also thanked his assistants, Hagen, McCormick and the

ARSC Board of Directors. Attendance was announced as 110 participants, and preliminary reports indicated that the conference would be able to contribute the \$500 called for in the ARSC budget.

VIII. Publications Committee Report

A. Jerry Weber, Chair, presented an outline of the current publications program and reported on status of each ARSC publication. He also explained the *Journal* "catch up" schedule and informed the members that Christine Hoffman is now Advertising Editor. Members' input, regarding especially *Journal* content, was encouraged.

B. Weber, on behalf of ARSC, thanked the University of Missouri for providing an editorial assistant, at a value of \$9,000, for the *Journal*.

C. The President queried the membership regarding the amount of *Bulletin* information they wish to see regularly.

IX. Dues Increase

A. President McCormick presented the question of a \$5.00 per year dues increase which had been approved unanimously by the Board. He emphasized the problems with the current budget and encouraged a vote of approval on the part of the members.

B. Steve Ramm suggested that dues notices for 1990 be sent by December 1, 1989. Members may be inclined to pay sooner in order to take the tax deduction.

C. A motion was made, seconded, and passed to increase the ARSC annual dues by \$5.00.

X. IASA Report

Helen Harrison, IASA President, could not attend and sent regrets. She urged the ARSC President to attend the IASA Conference in Oxford to work out details of the 1990 joint ARSC/IASA Conference.

XI. Committee Reports (In order to save time, the committee chairs agreed in advance of this meeting that only the following three reports were to be presented.)

A. AAA Committee. Gerald Gibson, Chair, summarized information presented in his written report.

B. Discographic Access Committee. Garrett Bowles, Chair, reported on the meeting held by this committee at this conference.

1. The committee decided that a second edition of the *ARSC Cataloging Rules* will be issued with additional material including a glossary, index, and introduction.

2. The committee received a brief written report from Dan Kinney, our representative to CGDC, a body that reviews the *Anglo-American Cataloging Code*. The committee will pursue issues discussed in his report.

C. Fair Practices Committee. Suzanne Stover, Chair, reported that this new committee had its first meeting the day prior to this members' meeting. After a discussion of purposes and goals, the committee concluded that its ultimate purpose is to disseminate information regarding the fair use of sound recordings to ARSC members through the *ARSC Journal*. The committee's first goal is to determine ARSC members' concerns and questions. In order to accomplish this, a questionnaire was drafted which will be sent to members, probably with the *Newsletter*. The direction the committee will follow will be decided upon when the responses are received.

D. The following committee reports were summarized by President Don McCormick.

1. Grants Committee: Based on a review of the budget, the Board voted to postpone decisions regarding grants until the Fall meeting.

2. Membership Committee: Steve Smolian has noticed the increase in ARSC membership in those regions containing an ARSC chapter. He heartily urges and recommends that ARSC members establish more local chapters.

XII. Old Business

There was no old business.

XIII. Election Results

The President extended his deep gratitude to the outgoing Board of Directors and announced the new Board.

First Vice President, President Elect: Barbara Sawka

Second Vice President, Program Chair: Dick Spottswood

Secretary, *Bulletin* editor: Michael Casey

Treasurer: Susan Stinson

Members-at-large: Ted Sheldon, Jerry Weber

XIV. New Business

Tim Brooks presented a detailed proposal for ARSC Awards which will be brought before the Board at the Fall meeting.

XV. Adjournment

A motion was made, passed and seconded to adjourn the meeting at 5:00 pm.
Respectfully submitted, Richard I. Markow, Secretary, ARSC

**ASSOCIATION FOR RECORDED SOUND COLLECTIONS
GRANTS PROGRAM**

The Association for Recorded Sound Collections (ARSC) Grants Program is designed to encourage and support scholarship and publication by individuals in any field of sound recordings or audio preservation. Specific projects eligible for support include discography, bibliography, historical studies of the sound recording industry and its products, oral history, and any other subject likely to increase the public's understanding and appreciation of the lasting importance of recorded sound.

Both ARSC members and non-members are eligible for grants in amounts up to \$500. Grant funds can be used to underwrite clerical, travel, and editorial expenses: funds may not be used to purchase capital equipment or recordings. Grant recipients are required to submit documentation of their expenses before reimbursement, and funds must be disbursed within eighteen months of the grant award.

Applications for an ARSC grant should include:

- 1.A summary of the project (one page maximum), with samples of the work attached if possible.
- 2.A budget covering the entire project and highlighting the expenses the ARSC grant will cover (one page maximum).
- 3.A curriculum vitae.
- 4.An indication of the prospects for publication or other public presentation of the project results.

Applications should be sent by March 31 to Grants Chair Barbara Sawka, Archive of Recorded Sound, Braun Music Center, Stanford, CA 94305. Grants will be awarded at the ARSC Board of Directors meeting held each spring in conjunction with the ARSC Annual Conference.

**ASSOCIATION FOR RECORDED SOUND COLLECTIONS
ARSC Grant Recipients**

<u>Name</u>	<u>Amount</u>	<u>Project</u>
1981		
Michael Biel	\$100	Radio manufacturing by the Victor Company in 1923
Peter Hesbacher	\$100	Comparison of the <i>Billboard</i> and <i>Record World Pop Record Charts</i> , 1970-79
Tom Owen	\$10	Preparation of an address on audio restoration techniques
Artis Wodehouse	\$100	Preparation of lecture materials on Marguerite Long
1982		
Jack Mirtle	\$250	Spike Jones Discography
1983		
Claude Arnold	\$250	Discography of Acoustic Orchestral Recordings
Steve Smolian	\$150	Broadcast History of the New York Philharmonic
Artis Wodehouse	\$100	Transcription of Gershwin recordings
1984		
David Robertson	\$250	Bass Saxophone on Record
1985		
Lawrence Brown	\$200	Interviews with veteran Texas jazz and blues musicians
George Creegan	\$150	Discography of Stephan Foster Songs
John Haufe	\$150	Discography of Gene Pitney
1986		
Michael Gray	\$350	Update of <i>Bibliography of Discographies</i> , discography of Otto Klemperer, and interviews with British recording pioneers
Mark Tucker	\$250	Interview with veteran jazz musician Garvin Bushell
1987		
Victor Greene	\$375	Ethnicity and American Popular Music
John H. Yoell	\$375	Discography of Antonin Dvorak
1988		
Davis Breckbill	\$500	Discography of acoustical vocal Wagner recordings

Charles Haddix	\$500	Bio-discography of pianist and vocalist Julia Lee
Ronald Radano	\$500	Budd Johnson: A life in Jazz
1989		
Donna Christian	\$500	Preparation of American Dialect Soc. commemorative cassette
B. Lee Cooper	\$500	Revision & updating of <i>The Popular Music Handbook: A Resource Guide for Teachers, Librarians, and Media Specialists</i>
J.F. Weber	\$500	A Discography of Gregorian Chant (1904-1988)

RECENT CONFERENCE TAPES

All tapes are \$US6.00, plus \$US1.00 per tape for mailing.

For a complete list of available conference tapes, please contact the ARSC Archives.

1988 University of Toronto, Ontario, Canada

- 88-1 The Introduction of Electrical Recordings in Canada. James R. Tennyson/Tribute to Edward J. Smith. Seth Quinter
- 88-2A Mechanical Instruments & Their Sound Recordings: Instruments Through the Ages. Lee Munsick/ Mechanical Organs of the Late 1700s & Early 1800s, and What We Can Learn. William Malloch
- 88-2B Mechanical Organs (cont.)
- 88-3 Technology Session #1: Magnetic Recording Tape - Problems in Storage, Preservation & Restoration. Steven Smolian, Delos Eilers, David Wickstrom
- 88-4 Technology Session #2: Preservation & Restoration of Embossed Plastic Recordings. Charlie Mayn
- 88-5 Guiseppe Creatore: The Life and Legacy of a Great Bandmaster. Fred Williams
- 88-6 Panel on Audio Preservation and the Associated Audio Archives. Ellen Johnson, Donald McCormick, Elwood McKee, Barbara Sawka, Wm. D. Storm, Richard Warren
- 88-6X Panel on Audio Preservation (concl.- last 5 mins. - price = \$3.50)
- 88-7 The Audio Visual Holdings of the National Archives of Canada. Jean-Paul Moreau
- 88-8 Nursery Rhymes and Fairy Tales - How These Themes Appear in Popular Music. B. Lee Cooper The NBC Symphony - The Other Conductors. Mortimer Frank
- 88-9 Recorded Sound & Visual Imagery: Native American Music and Poetic Images in the Compositional Process. Greg Steinke
- 88-10 Ray/Rae Bourbon and Dwight Fiske - Outrageous Comedy Has Reached Its Limits! Wm. L. Shurk / Recording Career of Stan Freberg. Steven L. Ramm
- 88-11 Cataloging Technology and the Private Collector: Cataloging Private Collections using Personal Computers. Wm. L. Shurk / How Institutional Cataloging & Data Bases Can Benefit the Private Collector. Don Hixon
- 88-12 Development of a Data-based Program for Documenting and Labeling Tapes in Sound Archives. Susan Stinson
- 88-13 Latin American Music & Recordings: Ballads of the New York Barrios. Theodore S. Beardsley/ Latin American Street Cries in Popular Music: The Peanut Vendor and Others. Cristobal Diaz
- 88-14 Creating an Archive of Latin American Music: The Search for Old 78s. Juan Pablo Gonzalez as presented by Carlos B. Hagen
- 88-15 Banquet: A Musician's Life 60 Years Ago - Orchestras, Conductors, Movie Houses. Martin Bernstein

1989 University of Missouri-Kansas City, Kansas City, Mo.

- 89-1 Welcoming Remarks-Pres. Don McCormick / Julia Lee, Empress of Kansas City-Charles Haddix / Count Basie & Bob Wills: Twin Peaks of Southwestern Jazz-Dick Spottswood
- 89-2 Panel: The Collector, the Airwaves, Sources for Support, and the Tax Laws-Carlos Hagen, radio producer, Chair; Rick Ross, Acct., Pres., So. Ca. Chapt., ARSC; Tom Davis, Nat'l. Fed. of Comm. Broadcasters; Dick Spottswood, Broadcaster; Charles Haddix, KCUR-FM
- 89-2X Panel: The Collector, the Airwaves, Sources for Support, and the Tax Laws (continued) (price = \$3.50)
- 89-3 Panel: Legal and Financial Implications of Personal Bequests to Institutions Gerald D. Gibson, Library of Congress, Chair; Steven Smolian, appraiser; Ric Ross, Acct., Pres., So. Ca. Chapt., ARSC; Craig Reaves, attorney; Steve Ramm, attorney
- 89-3X Panel: Legal and Financial Implications of Personal Bequests to Institutions (continued) (price = \$3.50)
- 89-4 The Beach Boys, An American Band-Tom Owen / The Rocking Pneumonia and the Boogie Woogie Flu: The Image of the Medical Profession in Popular Song Lyrics-W.L. Schurk
- 89-5 Stealing from the Duke (Ellington): The Evidence Is On the Record-Martin Williams / ARSC Publications Panel Discussion- J.F. Weber, Chair
- 89-6 Panel: Cataloging, Institutional Data Banks, and the Private Collector - Garrett Bowles, Chair; David E. Canfield, Richard LeSueur, Elwood McKee
- 89-6X Panel: Cataloging, Institutional Data Banks, and the Private Collector (continued) (price = \$3.50)
- 89-7 The Video-Tape Revolution: Stage Performance on Film and Tape, Part II-Peter Bergman

- 89-8 Compiling a Discography of Rachmaninoff's Piano Concerto No. 3-Scott K. Colebank / From Pittsburgh to Baltimore to Oblivion-Paul Mawhinney
89-9 Technical Session: Steve Smolian, Chair; Lloyd Stickells ("Computer Assisted Noise Reduction"); Dr. Phil Story ("The Optical Disc and Its Archival Attributes"); Seth Winner
89-9X Technical Session (continued) (price = \$3.50)
89-10 Black Jubilee Quartets at the Hampton Institute: The Natalie Curtis Burlin Cylinders from 1915-Brenda Nelson-Strauss / The Frazer Recordings at the National Sound Archives, United Kingdom-Alan Ward
89-11 The Recorded Legacy of Herbert L. Clarke-Craig B. Parker

When ordering by mail add \$1.00 per tape for handling. Ontario, Canada, residents please add 8% P.S.T. Send your order along with payment in U.S. funds (check payable to Conference Tape) to: **CONFERENCE TAPE, 8 Woodburn Drive, Ottawa, Ontario K1B 3A7**

ARSC BULLETIN NUMBER 23, PART 1 (1990)

MICHAEL CASEY, SECRETARY

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February 1990

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